

Checklist of Dates – Accommodations Testing

ACT for Tennessee Statewide Test

Accommodations Testing Window: April 22 – May 6, 2009

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| <input type="checkbox"/> October 13, 2008 | ACT mails establishment forms and materials to school Principals for distribution to newly appointed state testing Test Accommodations Coordinators. Copies of all materials will be posted on the Tennessee Department of Education (TDOE) website at http://www.state.tn.us/education/assessment/ACTtesting.shtml |
| <input type="checkbox"/> October 31, 2008 | Receipt Deadline for Test Accommodations Coordinators (TACs) to return profile forms to ACT. |
| <input type="checkbox"/> November 21, 2008 | Deadline to register for a training workshop online at http://www.act.org/aap/Tennessee/statetest.html |
| <input type="checkbox"/> January 13-15, 21-23, 2009 | Test Accommodations Coordinators attend <i>required</i> training workshops. |
| <input type="checkbox"/> February 2, 2009 | Receipt Deadline for ACT to receive <i>Request for ACT-Approved Test Accommodations</i> with accompanying documentation for students enrolled at the school as of January 1. |
| <input type="checkbox"/> March 6, 2009 | <ol style="list-style-type: none"> 1. Receipt Deadline for ACT to receive <i>Request for ACT Approved Test Accommodations</i> with accompanying documentation for students new to the school between January 1 and March 6. 2. Receipt Deadline for ACT to receive <i>Application for State-Allowed Accommodations</i> for students who did not first apply for ACT-Approved Accommodations (applies to both students enrolled as of January 1 and any students new to the school between January 1 and March 6). |
| <input type="checkbox"/> Week of March 9, 2009 | <ol style="list-style-type: none"> 1. ACT ships answer folders and pre-test materials for all students to Test Supervisors. 2. Preliminary Accommodations Roster for ACT-Approved Accommodations arrives at schools with instructions for Test Accommodations Coordinators to review accommodations, timing codes and the test format approved for each student. Test Accommodations Coordinators must contact ACT with questions or changes by March 20. |
| <input type="checkbox"/> March 2009 | <ol style="list-style-type: none"> 1. Schools finalize arrangements to meet testing requirements for accommodations testing (plans for selecting adequate number of rooms based on separating ACT-Approved Accommodations from State-Allowed Accommodations, testing students with different timing codes in separate rooms, isolating testing from other school activities, etc.). 2. Test Accommodations Coordinator trains staff assigned to help with accommodations testing. |
| <input type="checkbox"/> Early March – April 21, 2009 | <ol style="list-style-type: none"> 1. Window for schools to hold supervised sessions for all students to complete identifying and non-test portions of the ACT answer folder (these sections may not be completed on test day); school staff affix state ID bar-code labels and complete HS code on ACT answer folders. 2. Test Accommodations Coordinator must arrange to receive partially completed ACT answer folders from Test Supervisor for students testing with accommodations. |

*** For key dates to Standard Time Testing, please see *Checklist of Dates – Standard Time Testing* ***

- ☐ **March 20, 2009**

Deadline for Test Accommodations Coordinators to contact ACT with questions or changes after reviewing preliminary roster for ACT-Approved Accommodations, timing codes, and test formats.
- ☐ **April 1, 2009**

 1. **Deadline** for ACT to receive *Application for State-Allowed Accommodations* for students denied ACT-Approved Accommodations.
 2. **Deadline** for ACT to receive school requests for transferring students previously accounted for (both ACT-Approved and State-Allowed) from one school in Tennessee to a different school. All such requests must be in writing via fax.
 3. **Deadline** for ACT to receive information in response to previous requests for missing information to support on-time *Request for ACT-Approved Test Accommodations* (no decision possible) or *Applications for State-Allowed Accommodations* (e.g., missing signatures).
 4. Last chance to submit signed *Application for State-Allowed Accommodations* by fax for students new to school between March 6 and April 1.
 5. Final date for ACT to receive requests by fax due to rapid onset medical emergencies that become known by April 1.
- ☐ **Week of April 13, 2009**

Test Accommodations Coordinator receives shipment of

**Note: Early shipments to accommodate spring break schedules will be arranged.

 1. Final roster of ACT-Approved Accommodations and student letters (will not include any late requests);
 2. ACT-Approved alternate format test materials, such as large type, audio DVD audiocassette, and Braille;
 3. State-Allowed Accommodations final roster and test materials.

After check-in, place in locked storage.
- ☐ **April 22 – May 6, 2009**

Tennessee Accommodations testing window for students approved by ACT for extended-time or multiple-day testing and for students testing with State-Allowed Accommodations. Each student must use **only** the materials assigned to him/her. **Students with different timing codes must NOT test in the same room.** Package all materials for return pickup on May 7.
- ☐ **May 7, 2009**

UPS picks up test accommodations materials for return to ACT.
- ☐ **May-June 2009**

ACT mails ACT score reports (for students with reportable scores) to students, high schools, and colleges.
- ☐ **Late August 2009**

 1. ACT mails to each Principal score notification letters for distribution to students who tested with State-Allowed Accommodations.
 2. ACT sends High School and District Profile reports to Principals and Districts.